

<b>Colorado Department of Public Health and Environment Health Facilities and Emergency Medical Services Division Policy Manual</b>		Section: Part:
Subject: Long Term Care – Onsite Supervision		Page:
Date: September, 2008 Revised: February, 2013	<input type="checkbox"/> Replacement page(s) of part ____ <input type="checkbox"/> Addition of page(s) to part ____ <input type="checkbox"/> New Section	

## SUMMARY

This Policy and Procedure shall govern the process for onsite survey supervision for the Long Term Care (LTC) program. This Policy and Procedure addresses the need for implementation of an ongoing method of supervision. LTC Program Supervisors will complete onsite supervision in accordance with this policy for LTC surveys including recertification, follow up and abbreviated surveys. The Denver based Training/Field Supervisors will complete onsite supervision for an average of two full surveys per month (approximately four full days). In addition the remaining Denver LTC Program Supervisors will complete onsite supervision for at least one full survey per month. The Grand Junction and Pueblo Supervisors will complete onsite supervision for at least one full survey per month. Feedback will be provided to the team members, and to the other LTC Program Supervisors and the Long Term Care Program Manager as needed.

## POLICY

It shall be the policy of the Division:

1. To conduct onsite supervision of LTC surveyors during recertification, follow up and abbreviated surveys.
2. To use the information from onsite supervision to identify training, supervisory and other areas of improvement for surveyors.
3. To communicate feedback to the surveyors to help them improve in their survey abilities, interpersonal skills etc.

## DEFINITIONS

1. LTC Program Supervisors are classified as Health Professional V (HP Vs). All LTC HP Vs shall assume onsite supervision requirements of HP IIIs, and IVs as laid forth in this policy. Currently LTC HP Vs include: two Training/Field Supervisor, a Complaints Program Supervisor, and four additional Supervisors (one based in the Grand Junction field office and one based in the Pueblo field office).
2. LTC Program Surveyors are classified as HP IIIs or IVs.

## PROCEDURES

1. LTC Program Supervisors will schedule onsite supervision to meet these requirements: The Denver based Training/Field Supervisors will complete onsite supervision an average of two full surveys per month. In addition the remaining three Denver based LTC Program Supervisors will complete onsite supervision one survey per month. The Grand Junction and Pueblo Supervisors will complete onsite supervision an average of one full survey per month.
2. The LTC Program Supervisors will provide feedback to surveyors for each onsite supervision visit. This may be verbally or in writing, individually or as a group.
3. The LTC Program Supervisors may share onsite supervision results with the other Supervisors or Long Term Care Program Manager as warranted.

Approved by:



Title: Nancy McDonald

Date:

2/13/2013

*Division Director COPHE  
HFEMS*